

LAND USE PERMIT REQUIREMENTS

TOWN OF GREEN BAY

Town of Green Bay land use permits are required prior to any construction of buildings or structures, disturbance of soils or changes in use of property.

1. A land use permit shall be obtained before:

1. A structure is built, erected, moved, enlarged or altered.
2. A structure is structurally altered so as to change its use or increase the square footage of its floor or vertical surface area.
3. The use of the structure or property is changed. (i.e. home based business or residence converted to commercial use)
4. Any grading or filling of the parcel not specifically exempt by ordinance.

2. No land use permit will be issued for any structure intended for human occupancy until a sanitary permit has been approved.

A sanitary permit is required prior to replacing, repairing or altering any portion of a septic system.

3. All structures not specifically exempted by the Zoning Ordinance shall not exceed the height limit of said zoned district.

4. Land use permits for development within the shoreland jurisdiction shall conform to the regulations of the Brown County Shoreland ordinance.

5. Permit applications shall include a site plan that clearly and precisely depicts the proposed construction. Site plans shall include scaled drawings or plat of survey, locating all lot lines, right of ways, existing and proposed structures, waterways, septic and well locations.

6. Permits are valid for one year from date of issuance, except that the Zoning Administrator may grant an extension for a period not to exceed six months upon showing of a valid cause.

7. All fees for permits are non-refundable. Permits will not be processed until applicable fees are received.

8. Contact your township building inspector to confirm if a Uniform Dwelling Code (UDC) permit "Building Permit" is required for your project. It is the landowner's responsibility to obtain all required permits.

By signing below, I hereby certify that I have read and understand the Land Use Permit Requirements noted above and will comply with these requirements.

Owner(s) _____

Date: _____

Date Submitted:

Permit #:

**LAND USE PERMIT APPLICATION
TOWN OF GREEN BAY**

Note: In order to avoid any delays, please complete all parts of this application. Incomplete applications will not be processed.

Petitioner Information

Property Owner

Name: _____

Business Name: _____

Street Address: _____ City/State: _____ Zip: _____

Telephone: _____ Email: _____

Contractor Information: _____

Contact Name: _____

Street Address: _____ City/State: _____ Zip: _____

Telephone: _____ Email: _____

All correspondence on this application should be sent to: Property owner _____ Agent/Contractor _____

Project Location _____

Building Address _____

Legal Description _____

Parcel Number _____

Parcel Size _____

New Parcel Address _____

Work Consists of:

New _____

Addition _____

Moving _____

Alteration _____

Razing _____

Foundation _____

Repair _____

Culvert _____

Garage (Attached) _____ (Detached) _____

Other _____

Current Zoning District:

E-R Estate Residential _____

R-2 Residential _____

R-R Rural Residential _____

M-1 Multi-Family _____

B-1 Business _____

L-1 Light Industrial _____

I-1 General Industrial _____

A-1 Exclusive Agriculture _____

A-2 General Agriculture _____

Champion Overlay District _____

I, the undersigned, hereby make application for a permit to do only the work described for the premises and location shown herein. I hereby certify that the information contained herein is true and accurate. I hereby certify that I am the owner of the property, or a duly authorized representative, and may sign this permit application on behalf of the owner(s) of said property. I have read and understand that failure to comply with any or all of the provisions of the permit renders the permit null and void and may result in a fine. I, the undersigned, also agree that all work shall be done in accordance with all the requirements of the Town of Green Bay Zoning Ordinance and all applicable laws and regulations of the State of Wisconsin.

- 1. The permit shall lapse and become void if operations described in the permit are not commenced within twelve (12) months of issuance of the permit, except the Zoning Administrator may grant an extension for a period not to exceed six months upon showing of a valid cause. Two years shall be the maximum completion time for a dwelling.
- 2. A copy of the land use permit must be posted at the project site until the project is completed.
- 3. You must allow Town of Green Bay Zoning staff access to the project site at all times until the project is completed.
- 4. If necessary, Town of Green Bay Zoning may amend this permit by changing or adding conditions to ensure that the project is in compliance with all applicable legal requirements.
- 5. Proper erosion controls must be used before, during and after construction in order to prevent all erosion.
- 6. Structures with plumbing shall have appropriate approvals and permits prior to construction.
- 7. Contact the Town Zoning Administrator for possible Town building permits prior to construction.
- 8. Other conditions:

5) Applicant Declarations

The signer attests that the application has been completed accurately and all required materials have been submitted.
Please note the application will NOT be accepted without the signature of the property owner.

I HEREBY CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THE SIGN APPROVAL REQUEST PROCEDURE AND FAILURE TO COMPLY WITH TOWN REQUIREMENTS WILL RESULT IN THIS APPLICATION BEING WITHHELD FROM CONSIDERATION.

Signature of the Property Owner (required)

Print Name:

Date:

Signature of the Applicant/Agent for the owner

Print Name:

Date:

Submit all documents to Town of Green Bay Zoning Administrator: Email: greenbaytownzoning@gmail.com
Phone: 920 288 2506

FOR OFFICE USE ONLY

Approval Date: Staff Signature:

Fees Paid: Y / N Permit #:

Date Submitted:

Permit #:

LAND USE PERMIT LOT LAYOUT DIAGRAM

Please attach survey map or accurate drawing of the property if available. If not available, provide a lot layout including the location of all existing structures, and proposed new structures/additions.

Reminders:

1. Accuracy is the responsibility of the owner(s) when determining the location(s) and distance(s) associated with land use permits and lot diagrams. If uncertain of measurements and/or locations, consider contacting a registered land surveyor.
2. Setback requirements associated with the land use permit is the responsibility of the owner(s). Failure to meet the setback requirements may result in enforcement actions to bring the structure in compliance.
3. All distances are measured from the overhang (eve) of the structure(s).